

Update W-4 Tax Information FAQ's

Can I make all of my W-4 tax withholding changes through employee self-service?

No. You can update the number of withholding allowances, marital status, exempt status, and federal additional withholding amount. You can not update additional state withholding amount, withholding for states other than Kansas, and withholding for local governments. If you need to update these items, you will need to submit the necessary forms to your agency human resources or payroll office for entry into SHARP.

How will I know that my withholding records in SHARP have been updated?

You will receive an email confirming the changes that you made. The email will be sent to your self-service email address. Initially, your email address will be set to the default address supplied by your agency. You should change this address to your email address (if you have one) before making the tax withholding updates. If you don't have an email address, someone in your agency human resources or payroll office should be monitoring the default email address. They can print a copy of the email for you.

When will the tax withholding changes I make through self-service take effect?

When you enter the W-4 changes through self-service, a new tax record is immediately created in SHARP with the date that you made the entry as the effective date. SHARP computes your taxes based on the tax record with an effective date closest to, but not greater than, the paycheck date. If you enter your tax changes before 6:00 p.m. on the day final pay is calculated for a pay period, the taxes will affect the paycheck for that pay period. Final pay calculation is generally done on the Friday before pay day.

Do I need to send a new W-4 form to my agency human resources or payroll office when I make updates through employee self-service?

No. Your agency will also receive an email confirming the tax withholding changes you made.

I am employed at a Regents' Institution. Should I make my W-4 tax withholding changes through employee self-service?

No. Each Regents' Institution computes pay for its own employees. All tax withholding changes should be submitted to your agency human resources or payroll office.